




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
ACQUISITION AND GRANTS OFFICE

SEP 22 2017

MEMORANDUM FOR: Deputy Assistant Administrators
Staff Office Directors

FROM: Jeffrey S. Thomas
Acting Director 

SUBJECT: Fiscal Year 2018 Year End Cut-Off Dates and Late Acquisition and Grant Requests

The purpose of this memorandum is to provide the year-end financial assistance and acquisition cut-off dates for Fiscal Year (FY) 2018. The need for financial assistance and acquisition planning is critical to ensure that NOAA requirements are awarded in a timely manner. Adherence to the established Procurement Administrative Lead Time (PALT) for an action is necessary in order to meet the FY18 cut-off dates. Program offices must anticipate requirements and engage with the Acquisition and Grants Office (AGO) early in the process to allow sufficient time for completing grant or acquisition activities.

FY 18 AGO Cut-Off Dates

Requisitions for FY18 NOAA grants, financial assistance, cooperative agreements, or acquisition services must be submitted for processing no later than the established cut-off dates, identified in Attachment 1 and on the [NOAA AGO homepage](#).

Cut-off dates assume awards will be made by the end of the fiscal year. Awards required to be made prior to this timeframe should be submitted prior to the cut-off dates with adequate time to allow for completion within the established PALT.

FY18 Dates for Obligation and Recordation

The date for all FY18 contract actions to be obligated is no later than 5:00 pm Eastern Time on Friday, September 21st, 2018. The date for all FY18 grants, financial assistance, and cooperative agreements to be obligated is no later than 5:00 pm Eastern Time on Thursday, September 27th, 2018.

Late Acquisition and Grant Request Process

Requisitions for NOAA grants, financial assistance, cooperative agreements, or acquisition services received after a cut-off date will be considered late and may be accepted for processing on a best effort basis in accordance with the following guidance:

1. The Requestor shall complete the attached Late Acquisition and Grant Request Form.

An incomplete form cannot be processed. The Late Acquisition and Grant Request Form can be submitted electronically or as a hard-copy to the appropriate Head of Contracting Office (HCO) or the Grants Management Division (GMD) Director for their approval. Please see the attached [Late Acquisition and Grant Request Form](#) for process instructions.

2. The decision to process the action will be issued by the HCO or the GMD Director in a timely manner, normally within three business days. The decision will be based on need; compliance with law, regulation, and policy; resources; and workload.
3. A recommended disapproval of the request will be reviewed by the Director of AGO. Any AGO decision may be appealed to the Deputy Under Secretary for Operations.

cc: Deputy Under Secretary for Operations
NOAA Executive Panel
Chief Financial Officer (CFO) Council
Chief Information Officer (CIO) Council
Acquisition Management Advisory Committee (AMAC)
Grants Management Advisory Committee (GMAC)

Attachments

1. NOAA AGO FY18 Year-End Cut-Off Dates
2. Late Acquisition and Grant Request Form
3. Department of Commerce Procurement Administrative Lead Time

Financial Assistance Cut-Off Dates

FY2018

- | | |
|--|--------------|
| 1. All Financial Assistance Final Plans | FRI 02/16/18 |
| 2. All Financial Assistance Actions | FRI 07/06/18 |
| 3. All Financial Assistance Obligations and Recordation (<i>Tentative Date*</i>) | THU 09/27/18 |

Acquisition Cut-Off Dates

FY2018

1. Simplified and FAR Part 13 Commercial Acquisitions

Action Value	Cut-Off Date
≤ \$15K	FRI 07/27/18
> \$15K - \$150K	FRI 07/06/18
>\$150K-\$1M	FRI 05/18/18
>\$1M-\$7M	FRI 04/13/18

2. Orders under an Existing Contract

Order Value	Under Multiple Award ¹ Contract	Under Single Award ² Contract
≤\$15K	FRI 07/27/18	FRI 07/27/18
> \$15K - \$150K	FRI 06/22/18	FRI 07/06/18
>\$150K-\$1M	FRI 05/18/18	FRI 07/06/18
>\$1M-\$10M	FRI 04/13/18	FRI 06/01/18
>\$10M-\$50M	FRI 12/15/17	FRI 04/20/18
>\$50M	FRI 11/17/17	FRI 04/20/18

¹ Examples of an order against an existing contract (multiple award): Order against a GSA Schedule, GWAC (NITAAC), 8(a) STARS II, NASA SEWP, or NOAALink Small Business Track Core Contracts (multiple contractors)

² Example of an order against an existing contract (single award): Order against NOAALink SMS Track Core Contract (one contractor)

3. Contracts

Contract Value	Cut-Off Date
> \$150K - \$700K	FRI 03/30/18
> \$700K - \$1M	FRI 02/16/18
> \$1M - \$10M	FRI 01/19/18
> \$10M	TUE 10/17/17

Acquisition Cut-Off Dates (continued)

FY2018

4. Interagency Acquisitions (IA)

IA Value	Cut-Off Date
≤ \$10M (directed or assisted)	FRI 06/22/18
> \$10M (director or assisted)	FRI 05/25/18

5. Modifications (Administrative/Funding³)

FRI 07/27/18

6. Deobligation Request for Funds Identified by Finance⁴ as FY18 Cancelling Funds (Submit to CCT only)

THU 08/30/18

7. FY19 FAAPS Entries⁵

THU 05/31/18

8. All Acquisition Obligations and Recordation (*Tentative Date**)

FRI 09/21/18

9. All Purchase Card Transactions (*Tentative Date**)

FRI 09/21/18

³ Changes to scope on existing contracts /orders are NOT considered Administrative/Funding Modifications, but new work. Therefore, such requests shall be submitted IAW the Acquisition cut-off dates listed in Sections 1, 2, 3, and 4.

⁴ Finance spreadsheet must be attached to the requisition submitted to CCT (Contract Closeout Team).

⁵ The FAAPS cut-off date is established for pulling the FAAPS data that will be used to determine the planned workload for the next fiscal year (see [CAM 1307.1 Section 3.4](#)).

*Tentative Dates for final obligation and recordation: The actual dates for Grants, Financial Assistance, Cooperative Agreements, and Purchase Card Transactions are established by the NOAA Finance Office and will be provided once finalized.

Awareness of and adherence to the established Procurement Administrative Lead Time (PALT) for an action is necessary in order to meet the FY2018 cut-off dates. [Commerce Acquisition Manual, Section 1307.1 Appendix C](#) should be considered in the context of the cut-off dates. For any action not identified above, consult the Contracting Officer for the appropriate submission timeframe.

NOAA Acquisition and Grants Office Late Acquisition and Grant Request Form

Date of Request:

Acquisition:

Financial Assistance:

PR/Grant Number:

Total Award Proposed Value:

NOAA Line/Staff Office:

Funds Expiration Date:

(If Other, Please Specify):

Cause of Delay:

Current FY Dollar Obligation:

(If Other, Please Specify):

Requestor Name:

Signature

Date

DAA/SO Director:

Signature

Date

Summary Statement of Need and Criticality:

↑ *Top Portion* ↑

Acquisition and Grants Office Use Only:

Acquisition Division /GMD Director Name:

Recommend Approval

Recommend Disapproval

Signature

Date

Approved

Disapproved

Jeffrey S. Thomas

Date

Acting Director, Acquisition and Grants Office

NOAA Acquisition and Grants Office Late Acquisition and Grant Request Form Instructions

1. The Requestor shall process the Late Acquisition and Grant Request Form through their servicing Acquisition Division to the Head of the Contracting Office (HCO) or Grants Management Division (GMD) Director.
 - a. The top portion of the Late Acquisition and Grant Request Form must be **complete** for each request with the period of availability of funds, current FY dollar obligation, proposed value, purchase request number or grant number, the requestor name, Deputy Assistant Administrator (DAA) or Staff Office (SO) Director name, and the summary statement of need and criticality.
 - b. The Late Acquisition and Grant Request Form must be signed by both the **Requestor** and the **DAA** or the **SO Director**¹.
 - c. An electronic submission of the Late Acquisition and Grant Request Form is acceptable.
2. The HCO or GMD Director will review the Late Acquisition and Grant Request Form and recommend approval or disapproval. Once signed, the form is sent by the HCO or GMD Director to the Director of AGO for action.
3. The Director of AGO will return the approved/disapproved Late Acquisition and Grant Request Form to the HCO or GMD Director.
4. The HCO or GMD Director will return the approved/disapproved Late Acquisition and Grant Request Form to the Requestor.

¹DAA or SO Director may be signed by an individual in acting or designee role.

APPENDIX C

PROCUREMENT ADMINISTRATIVE LEAD TIMES (PALT)

The PALT listed below reflects standard lead times aligned with procurement type and threshold:

PROCUREMENT TYPE	DOLLAR VALUE	LEAD TIME RANGE (calendar days)
Simplified Acquisition Procedures (Commercial Items)	\$0 – \$3,500	5 – 10 days
	\$3,501 – \$25,000	15 – 30 days
	\$25,001 - \$750,000	30 – 60 days
	Above \$750,000	60 – 120 days
Simplified Acquisition Procedures (Other than Commercial Items)	\$0 – \$3,500	5 – 15 days
	\$3,501 – \$25,000	15 – 45 days
	\$25,001 - \$150,000	30 – 60 days
Blanket Purchase Agreement (BPA) Orders	Any Amount	15 – 30 days
Task Orders under Indefinite Delivery Contracts	Any Amount	30 – 60 days
Sealed Bids(IFB)	\$150,000 – \$750,000	90 – 120 days
	\$750,001 - \$1,500,000	120 – 150 days
	Above \$1,500,000	150 – 180 days
Competitive Proposals (RFP)	\$150,000 – \$750,000	90 – 120 days
	\$750,001 – \$1,500,000	120 – 180 days
	Above \$1,500,000	240 – 360 days
Delivery Orders/Task Orders under GSA/FSS (not requiring a Statement of Work)	Any Amount	15 – 60 days
Noncompetitive Actions: Other Than Full and Open Competition (includes 8(a), sole source, and urgent actions – the latter two requiring submittal of a completed Justification & Approval)	\$150,000 – \$750,000	90 – 120 days
	\$750,001 - \$1,500,000	120 – 180 days
	Above \$1,500,000	240 – 360 days
Task Orders under GSA/FSS (requiring a SOW)	\$0 – \$3,500	15 – 30 days
	\$3,501 – \$750,000	90 – 150 days
	Above \$750,000	105 – 165 days

Note: Lead times are based on a number of assumptions, such as: receipt of a properly prepared, fully documented requisition, including any applicable clearances and approvals; workload and available resources.